*Procedures we need to remember to follow…*

1. Write Name/date/block on all papers, write a Proper Heading on papers turned in to me, do not write in ink. (-5 points for failure to follow this direction)
2. **Late work**: **ALL WORK IS DUE ON THE DUE DATE!!! *If your work is not turned in on the due date***, it must be turned in **the next day** (-10 points) or a zero will be recorded. **NO LATE WORK after that day will be accepted.**
3. **Absences:**

* *WITH NOTE (excused absence)*: ***3 days*** to complete make-up work.
* *NO NOTE* = make-up tests/quizzes the day you return and make-up work is due the next day.
* ***If you leave early***, you must get all homework before leaving or check my webpage for assignments.
* ***If you leave early or check-in late***, you must turn in any work due for a grade that day before leaving. Being at school, but missing a class, is *not* an excuse for graded assignments being late.

1. **Daily Homework:** **ALL** problems must be *attempted* to receive credit that day. Remember: 10 points off for each incomplete daily HW assignment. (See Grading Policy)
2. **Following Directions:** You must follow all directions regarding graded homework. If work must be shown and attached and you do not follow this direction, the assignment will be returned to you and you can complete it correctly and turn it in the next day late (-10 points).
3. **Warm-Up Notebook:** You are responsible for all problems assigned each day. If you are absent, ask a teammate or me for the missed problem(s). Your notebook needs to contain **all problems and corrected answers** starting with #1, and all problems/solutions should be kept all year.